



Job Number: 09-64

## Library Page

### City of Louisville Library

Job Opening:	December 4, 2009
Application deadline:	December 18, 2009
Hiring Range:	\$7.28 - \$8.54 per hour
Employment Hours:	Part-time – schedule will vary

Applicants **must** submit a city application to be considered for the position. Applicant may also submit a cover letter and resume as supplemental information. A city application may be obtained at the City of Louisville, Department of Human Resources, 749 Main Street, Louisville, CO 80027 or by going to our website: [www.louisvilleco.gov](http://www.louisvilleco.gov). Application may be faxed to 303-335-4724; or emailed to [humanres@louisvilleco.gov](mailto:humanres@louisvilleco.gov).

**JOB SUMMARY:** Employees in this class are responsible for shelving materials and keeping the shelves and library neat. Assists occasionally at the circulation desk, including emptying book drop bins and checking in library materials. Separates returned library materials by general type; checks the condition of materials for repair. Collates materials prior to shelving and shelves them according to library procedures. Scans shelves for correct placement of materials.

**ESSENTIAL JOB DUTIES:**

Employees in this class are responsible for shelving materials and keeping the shelves and library neat. Collates materials prior to shelving and shelves them according to library procedures. Scans shelves for correct placement of materials. Checks materials in and processes items in hold.

**OTHER DUTIES AND RESPONSIBILITIES:** Work may involve performance of various routines, which assist in the general housekeeping chores of the library. Work follows established practices and procedures and is subject to close supervision. Straightens library shelves, organizes newspapers and periodicals, and helps with library closing procedures. Assists librarians with special projects. Performs related work as required.

**EDUCATION, TRAINING, AND EXPERIENCE:** Must be at least sixteen (16) years of age and have completed two years of high school.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of basic library procedures, methods and techniques. Ability to deal tactfully with the staff and the public. Ability to perform physical library tasks.

**PHYSICAL REQUIREMENTS OF THE JOB:**

The working conditions are of a public library environment. Some one-on-one contact with library patrons asking questions regarding the locations of materials. The position includes climbing on step stools to reach 8 foot high shelves and bending on hands and knees to shelve lower level materials. Position involves long periods of standing to collate materials to place on shelving carts. Position also includes heavy lifting, bending, reaching, stooping, and moving of books and other materials. The position requires the ability to push or pull carts up to 100lbs.

Equipment that is used includes but is not limited to: book carts, step stools, copy machines.

**WORK ENVIRONMENT:** The work is performed inside the Library. The noise level in the work environment is usually low to moderate.

**OTHER NECESSARY REQUIREMENTS:** Successful candidates may be required to complete a pre-placement physical and substance screen prior to employment. A background investigation will be performed on qualified candidates.

**FLSA STATUS:** Non-Exempt

**WORKERS' COMPENSATION CLASSIFICATION:** 8810

**EQUAL OPPORTUNITY EMPLOYER:** The City of Louisville offers Equal Opportunity for employment and advancement to all qualified applicants and employees. It is the city's policy not to discriminate on the basis of race, religion, creed, sex, age, national origin, ancestry or disability unless related to a bona fide occupation qualification. This policy applies to all aspects of employment and the provision of the municipal services. The Human Resources Manager has been designated as the compliance coordinator for persons with disability seeking employment and will provide reasonable accommodations for testing and employment to qualified applicants.